

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



ADMINISTRATIVE ASSISTANT 3

SALARY RANGE: \$ 45,053.25 - \$ 63,537.63 (P18)

WORKWEEK: 35 hour workweek

POSTING PERIOD FROM: August 26, 2015

TO: September 9, 2015

OPEN TO: ☐ Unit Scope:

☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Administration
Transportation Services
605 South Broad Street
Trenton, NJ 08625

Job Description: Assists the Chief of Transportation Services by performing and coordinating administrative support services. Creates and modifies documents such as reports, memorandum, and letters using word processing, spreadsheet, and database software. Works effectively with staff at all levels, both inside and outside of Transportation Services. Other tasks include, but are not limited to: answering phones, ordering supplies, insuring that all electronic devices are in working order and as necessary, arranges for repairs, routing mail to appropriate units, maintenance of files and records, gathering information and following-up to obtain additional information for inclusion in required weekly, monthly, quarterly and yearly reports. Must possess strong organizational skills and attention to detail.

Requirements: Open to full-time State employees who have permanent status in a competitive title and who meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.

Note: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Subject line: ADMIN. ASST.-TRANS. SVCS.)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

A handwritten signature in black ink, appearing to read "Douglas J. Ianni".

Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer